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CONSTITUTION OF THE AMERICAN WATER WORKS ASSOCIATION

Adopted June 12, 1913

Amended May 12, 1914

Amended May 12, 1915

ARTICLE I

NAME

The name of this Association, a corporation organized under the laws of the State of Illinois, shall be "The American Water Works Association."

ARTICLE II

OBJECT

The object of this Association shall be the advancement of knowledge of the design, construction, operation and management of water works, and the encouragement, by social intercourse among its members, of a friendly exchange of information and experience.

ARTICLE III

MEMBERSHIP

SECTION 1. Members of this Association may be either Honorary Members, Active Members, Corporate Members, or Associate Members.

SECTION 2. An Honorary Member shall be one whose scientific or practical knowledge in matters related to public water supply, or whose accomplishments in that field of endeavor, shall entitle him to especial recognition by the Association. Honorary Members shall have the same privileges as Active Members, but shall not be required to make any payments for the support of the Association.

SECTION 3. An Active Member shall be either a Superintendent, Manager or other officer of a municipal or private water works; a civil, mechanical, hydraulic or sanitary engineer, a chemist, or bacte-

riologist; or he shall be otherwise qualified for and actually engaged in the advancement of knowledge relating to public water supply.

SECTION 4. A Corporate Member shall be either a Water Board or Commission, or a Water Company, and shall be entitled to one representative who shall have all the rights and privileges of an Active Member.

SECTION 5. An Associate Member shall be either a person, firm or corporation, engaged in manufacturing or furnishing materials or supplies for the construction or maintenance of water works. An Associate Membership shall entitle the holder to be represented by one person on the floor at each meeting but such representative shall not be entitled to vote or take part in any discussion unless permission is given by unanimous consent of the members present; provided, however, that Associate Members may vote on selection of the place of meeting as provided in Article 9, Section 1, each Associate membership being entitled to one vote only.

SECTION 6. When an Active Member so changes his vocation that were he to apply for membership he would be classed as an Associate Member, he may continue as an Active Member with all the privileges of that grade, except that he shall not be eligible to any elective office in the Association.

ARTICLE IV

ADMISSION AND EXPULSION

SECTION 1. The Executive Committee may, at its discretion, at the request of any member, present the name of any person qualified for Honorary Membership, to the Association for election to that grade of membership; but the Executive Committee must, upon the written request of twenty-five members, so present the name of any such person to the Association.

SECTION 2. Any person, firm, corporation or water department desiring to become an Active, Corporate or Associate Member must make application for the grade of membership sought, upon the blank form provided by the Association. Each application must be endorsed by two members of the Association, shall embody a concise statement of the applicant's qualifications for membership and be accompanied by the initiation fees and dues as hereinafter provided. All applications must be forwarded to the Secretary

who shall submit them to the Membership Committee, as soon as possible.

A majority affirmative vote of the Membership Committee shall elect to Active, Corporate or Associate Membership subject to review by the Executive Committee.

SECTION 3. No member whose dues are in arrears shall receive the publications of the Association until such dues are paid. Members in arrears for one year shall be dropped from the roll by the Secretary.

SECTION 4. Any member who has been suspended for non-payment of dues may be reinstated by the Membership Committee upon payment of all back dues. He shall then be entitled to receive such back numbers of the publications of the Association as may have been withheld from him on account of non-payment of dues, and are not out of print.

SECTION 5. Any member of any grade may be expelled from the Association for cause, upon the recommendation of the Membership Committee, adopted by a two-thirds vote of the members present and voting at any annual convention.

SECTION 6. Any member may retire from membership by giving written notice to that effect to the Secretary, provided that he pay all dues to that date, unless released from said payment by the Executive Committee.

ARTICLE V

FEES AND DUES

SECTION 1. Each Active Member shall pay an initiation fee of Five Dollars, and annual dues of Five Dollars.

SECTION 2. Each Corporate Member shall pay an initiation fee of Ten Dollars, and annual dues of Five Dollars.

SECTION 3. Each Associate Member shall pay an initiation fee of Ten Dollars, and annual dues of Ten Dollars.

SECTION 4. The fiscal year of the Association shall begin April 1st and terminate on March 31st. Annual dues shall be payable in advance and shall be due on April 1st, the first day of the fiscal year covered by said dues. It shall be the duty of the Secretary to notify each member on or before March 15th of the amount due from said member for the ensuing year.

SECTION 5. Any newly elected member shall be entitled to all

the publications of the Association that are distributed to its members during the year. Members elected later than December 1st shall not be required to pay the annual dues for the current year, but if they do pay said annual dues they shall receive all the publications to which members in good standing are entitled for that year.

SECTION 6. In case any application for membership shall be rejected the initiation fee and dues which accompanied the application shall be returned to the applicant.

SECTION 7. Any Active Member in good standing in any Interstate, State or Local Association formed for the same general purpose as this Association, and which has been approved as such by the Executive Committee of this Association, who may apply for Active or Corporate Membership, may be admitted by the Membership Committee without the payment of the regular initiation fee; provided he shall furnish evidence that he has paid, during his membership in such Interstate, State or Local Association, in fees and dues, an amount equal to or exceeding the initiation fee required in this Association and is at the time of making application for membership in this Association, an Active Member in good standing in said Interstate, State or Local Association.

ARTICLE VI

OFFICERS

SECTION 1. The Officers of the Association shall be a President, one Vice-President, Treasurer, Secretary, and Editor of the Association's publications. The offices of the Secretary and Editor may be combined at the discretion of the Executive Committee.

SECTION 2. There shall be an Executive Committee in which the government of the Association shall be vested. It shall consist of the President, Vice-President, Treasurer, Secretary, Editor, the Chairman of the Finance Committee, the last two living past presidents and six trustees. No two trustees shall be residents of the same state. The President and the Secretary of the Association shall be the President and the Secretary of the Executive Committee.

SECTION 3. On the third day of each annual convention, or on a day to be designated by the Executive Committee, the Convention

shall elect a Nominating Committee, whose duty it shall be to suggest nominations for the officers of the Association for which the Constitution provides there shall be a letter ballot of the membership. Said Nominating Committee shall consist of five Active, Honorary or Corporate members, representing the following territorial distribution of the membership, to wit:

(1) The New England States, (2) The Middle States, (3) The Southern States, (4) The Central States, (5) The remainder of the United States, and all territory outside of the United States. The nomination for members of the Nominating Committee shall be made on the floor of the Convention, first by placing in nomination an Active, Honorary or Corporate member to represent the above geographical subdivisions who may be selected by the Active, Honorary or Corporate members from said geographical subdivision in attendance at the Convention, and if such nomination is not so made, a nominee, representing any geographical subdivision failing to so submit a name, shall be made from the floor of the Convention. The member of such Nominating Committee whose membership in the Association is the oldest shall be Chairman.

The Nominating Committee, so elected by the Convention, shall cause to be mailed to the membership, within six months after the Convention at which they are elected, a list of the nominees for the respective officers of the Association, for which the Constitution provides there shall be a letter ballot of the membership. Up to within three months of the time of holding the next Annual Convention, additional nominations may be made by request to the Secretary, signed by at least twenty-five Active, Honorary or Corporate members, and upon the receipt of such request, the Secretary shall add such additional nominees to the final ballot to be prepared by him. The nominees of the Nominating Committee shall head such final ballot for each office, and any additional nominees for the respective offices shall be placed under the nominees of the Committee in alphabetical order.

SECTION 4. Election shall be by letter ballot. At least two months before the date of the Annual Meeting, a ticket shall be mailed to each member of the Association entitled to vote.

Each member shall be entitled to vote for one candidate for President, one candidate for Vice-President, one candidate for Treasurer and two candidates for trustees.

The ballot shall be sealed separately in a special ballot envelope.

This ballot envelope shall be enclosed in a larger envelope and forwarded to the Secretary. The signature of the member voting shall appear on the outer envelope.

The Secretary with two canvassers appointed by the President shall meet at a time and place directed by the President, and shall open and count all ballots cast by persons entitled to vote. No ballot shall be counted if received later than seven days previous to the beginning of the annual meeting.

The result of the canvass for President, Vice-President, Treasurer and Trustees shall be declared by the President at the annual meeting on certification of the canvassing board.

The member who shall have received the plurality of the votes cast for the office of President shall be declared elected. The member receiving the highest number of votes for Vice-President shall be declared elected. The member who shall have received the highest number of votes for Treasurer shall be declared elected. Subject to the provision that no two trustees shall be residents of the same State, the two members who shall have received the greatest number of votes for Trustees shall be declared elected.

If there be a tie vote the President shall order a vote to be taken in the annual meeting to decide which person of those who shall have received the same number of ballots shall be chosen.

The terms of the officers so elected shall be as follows: For the President, Vice-President and Treasurer, each one year beginning with the close of the last day of the annual meeting and ending the last day of the next annual meeting, or until his successor shall have been chosen; for the Trustees, three years beginning with the close of the last day of the annual meeting.

SECTION 5. Before the close of each Annual Convention, the Executive Committee elected to serve during the year ensuing, shall organize and elect a Secretary and an Editor, to serve until the close of the next Annual Convention, or until their successors are chosen.

SECTION 6. In case of the absence, death or inability of the President to perform the duties of his office, his position shall be temporarily filled by the Vice-President, and in case of the absence, death or inability of the Vice-President, his position shall be filled by one of the Trustees; the order of precedence being governed by the date of election as Trustee, or the dates of the election being the same, by the date of admission of such Trustee to membership in the Association.

SECTION 7. All vacancies in office except as provided in Section 6 hereof shall be filled by vote of the Executive Committee for the unexpired term of said office as soon as practicable after said vacancy occurs.

SECTION 8. The President, Vice-President, and Trustees shall be ineligible to election for a consecutive term.

ARTICLE VII

DUTIES OF OFFICERS

SECTION 1. The President shall have general supervision of the affairs of the Association, and shall preside at all meetings of the Association and of the Executive Committee at which he may be present.

SECTION 2. The Executive Committee shall be the legal representative of the Association and as such shall have full control of the management of the affairs of the Association, subject to the control of the Association in regular convention; it shall make the necessary arrangements for the convention and shall have power to expend the funds of the Association or to invest the same, but must not incur indebtedness beyond the funds in the hands of the Treasurer and Secretary. The Executive Committee shall have power to prepare and enforce, for the conduct of the business of the Association, by-laws not in conflict with this Constitution. It shall hold an annual meeting at least one hour before the opening session of each annual convention. Other meetings shall be held at the call of the President or of any three members of the Executive Committee.

All questions in the Executive Committee shall be decided by a majority vote and seven members shall constitute a quorum. The Executive Committee may vote by letter upon questions submitted by the President and Secretary.

SECTION 3. The Treasurer shall have charge of the funds of the Association, shall pay bills against the Association on order of the Finance Committee certified by the Secretary and shall make a report of the expenditures and of the funds of the Association at the annual convention.

SECTION 4. The Secretary shall be an Active Member of the Association. It shall be his duty to attend all conventions and

meetings of the Association and of the Executive Committee; prepare the business and duly record the proceedings thereof. He shall see that all moneys due the Association are carefully collected, and shall promptly pay the same to the Treasurer. He shall personally certify the accuracy of all bills or vouchers to the Finance Committee.

He shall, at the annual convention, make a report of the receipts and of the condition and affairs of the Association.

He shall conduct the correspondence of the Association and keep a full record of the same.

SECTION 5. The Editor shall have charge of the printing and distribution to all the members, of the Proceedings and Transactions of the Association and shall perform such other duties as are assigned to him by the Executive Committee.

The publications of the Association shall be copyrighted so far as is practicable and proper.

ARTICLE VIII

COMMITTEES

SECTION 1. There shall be three standing Committees, the Finance Committee, the Membership Committee and the Publication Committee. The members of each shall be appointed by the incoming Executive Committee at the time of the Annual Convention. They shall serve for one year beginning with the close of the last day of the annual meeting or until their successors shall have been chosen. Additional Committees may be appointed at any time by the President on authority of the Association.

SECTION 2. The Finance Committee, which shall consist of three active members, shall audit and approve all bills before they shall be paid by the Treasurer. It shall examine the books of the Secretary and of the Treasurer annually or more often, and shall audit the same and report upon the same to the Executive Committee. This Committee shall also have general supervision of the finances of the Association, making such reports thereon to the Executive Committee as the exigencies of the case may require or as directed by the Executive Committee or by the Association at its annual meeting.

SECTION 3. The Membership Committee, which shall consist

of three members, shall examine the qualifications of and vote upon all applicants for membership nominated in due form, and report its action to the Secretary.

SECTION 4. The Publication Committee, which shall consist of five members, one of whom shall be the Editor, shall have control of the publications of the Association and shall see that all publications and papers are edited before publication, and, whenever possible, before presentation.

The committee may call to its aid members of the Association or others who have had special experience in the subject treated, to advise in regard to any paper, or to discuss the same, and may return any paper to its author for correction or amendment.

No papers containing matter either readily found elsewhere, especially advocating personal interests, carelessly prepared, purely speculative, or foreign to the purpose of the Association shall be accepted. The Committee shall prepare rules which, when approved by the Executive Committee, shall govern the preparation, presentation and publication of all papers and such other matters of similar nature as the best interests of the Association may require.

ARTICLE IX

MEETINGS

SECTION 1. The Annual Convention of the Association shall open on such Tuesday as the Executive Committee may designate, at nine o'clock, a. m., and at such place as shall be designated by the Association at the previous convention, the selection to be by ballot. The place receiving a majority of all votes cast shall be selected as the place of meeting. All members shall be entitled to vote.

SECTION 2. The Executive Committee shall have power to change the place of meeting as in its judgment the interests of the Association may demand.

SECTION 3. The date of the Annual Convention shall be fixed by the Executive Committee not less than seventy days in advance of the meeting, and such date shall be printed on all ballots for the nomination or election of officers.

ARTICLE X

SECTIONS

SECTION 1. Local Sections may be established by the Executive Committee on receipt of a written request to that effect signed by twenty Active or Corporate Members of the Association, residing in territory within which the Local Section is desired.

SECTION 2. National Sections consisting of Engineers, Superintendents, Chemists and Bacteriologists, Accountants or other classes of persons included in the membership of the Association, may be established by the Executive Committee on the request of thirty members. Any member of the Association may register in any National Section of the Association in which he is interested.

SECTION 3. Such sections shall choose their own officers and committees and may make any rules for their government not inconsistent with the constitution and by-laws of the Association, but these rules must first be approved by the Executive Committee.

SECTION 4. Each Local Section may receive from the Treasurer of the Association, for local use, not more than twenty-five per cent of the annual dues paid to the Association by the members of said Local Section. The Treasurer of said Local Section shall forward to the Secretary of the Association his application indorsed by the presiding officer of the Section for such portions of said sum as may be needed; and upon receipt of such application the Secretary shall request the Finance Committee to authorize the Treasurer of the Association to pay such sums to the Treasurer of the Local Section. Said sum may be used by the Local Section only in payment of necessary operating expenses incurred by the section, such as printing, stationery, postage, rent and care of room, light, fuel, etc. At the end of each fiscal year the Treasurer of each Local Section shall certify to the Secretary of the Association the balance on hand of the funds received from the Association. This balance shall be returned to the Association or shall be charged to the Local Section as a portion of its quota for the following year. No Local Section shall be entitled to draw upon the Association until such certification has been made, and its accounts audited by the Finance Committee.

SECTION 5. The presiding officer of each section shall be an Honorary Vice-President of the Association.

SECTION 6. Any section may be dissolved by the Executive Committee for good and sufficient reasons.

ARTICLE XI

GENERAL

SECTION 1. Any member may, with the concurrence of the presiding officer, admit friends to the meetings of the Association, but such persons shall not take part in the discussions without the consent of the convention; and the privilege of the floor can only be granted to a non-member by unanimous consent.

SECTION 2. The Secretary shall send notice to all members of the Association at least fifteen days before the annual convention, giving the titles of papers to be read and mentioning any special business to be considered at said convention.

ARTICLE XII

AMENDMENTS

SECTION 1. All proposed amendments to the Constitution shall be submitted in writing to the Executive Committee which at its discretion may bring them before the next Annual Convention of the Association, but the Executive Committee must do so on the request in writing of five members of the Association.

SECTION 2. To pass an amendment to the Constitution, an affirmative vote of two-thirds of the members present and voting at said convention shall be required.